

Job Title: **Benefits Manager**
Job Family: **Non-Certified**
Pay Program: **Administrative**
Typical Work Year: **12 months**

Job Code: **070618**
FLSA Status: **Ex – Adm**
Pay Range: **L12**

SUMMARY: The Benefits Manager is responsible for assisting with the overall administration and advisement of the company benefits plan to help attract and retain high quality talent while also ensuring compliance with federal and state laws and regulations. This position is responsible for analyzing and executing the day-to-day operations, supervising functional team and completing projects for benefits and compensation as well as providing exceptional service to internal partners and maintaining vendor relationships

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Advise and provide excellent customer service to employees on benefit related issues in accordance with the Certified and Classified Master Agreements and Administrative Compensation Program enabling proper utilization of existing and new benefits. Oversee benefits communications to better engage employees to partner in managing their health, including working closely with the district's employee associations. Effectively communicate new plans and changes to employees through various channels. Conduct employee benefit meetings, Open Enrollment processes and meetings, and arrange for enrollment of employees in optional plans. Revise communications material on benefits and wellness programs.	D	20%
2. Administers district benefit and wellness programs including medical, dental, vision, accident, group life insurance, spending accounts, short and long term disability, voluntary benefits, EAP, sick leave bank, leave and wellness plans. Assures compliance with COBRA, HIPAA and Affordable Care Act regulations. Oversees the administration and communication of the leave of absence policies, sick leave bank, Family Medical Leave (FMLA), and the Americans with Disabilities Act (ADA).	D	20%
3. Manage HRIS benefits system. Review benefit plan rules, premium update, plan changes, work processes, calculation changes, and so forth for all employee groups including charter schools. Make appropriate program plan changes and implement new system processes in HRIS benefit tables. Review, create and update summary plan descriptions and applicable policies to ensure accuracy of administration in plan documents. Run eligibility extracts, create queries, and generate audit reports. Troubleshoot issues with IT and Payroll teams. Utilize quality improvement processes to document procedures and to improve upon processes/procedures.	D	15%
4. Evaluate and manage relationships with vendors, consultants, and third party administrators to ensure efficient plan administration. Partner with healthcare or wellness providers to create programs, incentives, informational literature, etc. to help control the cost of benefits by creating opportunities for employees to become healthier. Manage communication with carriers and consultants in relation to systemic issues, and escalated and/or unresolved benefit claims. Ensure enrollment/changes is transmitted to vendors in a timely manner.	W	5%
5. Hire, train, evaluate and provide daily supervision to team of specialists. Oversee and validate enrollment and plan changes. Ensure work is completed in a timely manner to meet payroll and other district schedules and deadlines.	D	10%
6. Oversee compensation functions, including but not limited to, service stipends, 110/110 requests, temporary leave sell, longevity program(s) and annual leave buyouts. Assist with cost projections for budget and other district stakeholders. Ensure compliance with district policies and master agreement language.	A	5%
7. Administer the district job reclassification process, including obtaining approval for recommended changes, updating district systems, communicating with employees and supervisors, calculating and tracking reclassification costs. Facilitate the Classified	M	10%

Reclassification Committee		
8. Manage district job description review process including scheduling, conducting employee meetings, reviewing and updating job description language, updating HRIS, applicant system and district website as needed.	M	10%
9. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Human Resources or related field.
- Minimum of five (5) years of experience in Human Resources, Benefits or Compensation. Experience in school districts preferred.
- Minimum of one (1) year of supervisory experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Certificate in professional benefits, such as Certified Benefits Professional (CBP) or Certified Employee Benefits Specialist (CEBS) preferred.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking and problem solving skills.
- Strong management, supervisory and communication skills.
- Project management skills.
- Knowledge of HRIS database software.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Suite and HRIS database software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of PeopleSoft preferred; required within one month after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Human Resources Operations Director	3144

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Benefit Specialist	1	1337
	Compensation Specialist	1-2	

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for costing analysis of all benefit programs and advising senior management of the total cost of changes to plans along with recommendations.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers, to handle or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	